


# MITCHELL COMMUNITY COLLEGE



PART I  
GENERAL CATALOG  
1981 — 1982





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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

## *Mitchell Community College*



*Accredited By*  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

STATESVILLE, N. C.  
28677





- 1852 — Chartered by Concord Presbytery
- 1856 — Began operations as Concord Female Seminary
- 1932 — Became coeducational
- 1959 — Became private independent junior college
- 1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA  
FOR OVER ONE HUNDRED & TWENTY-THREE YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Wherever the terms "man," "men," or related pronouns appear in this catalog, they have been used in their generic sense to include all humankind — both female and male sexes.



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PROPOSED ACADEMIC CALENDAR FOR 1981-82

WINTER QUARTER 1980-81

December	2	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	3	Wednesday	8:00 a.m.	Classes begin
	9	Tuesday	4:00 p.m.	Last day to register or add classes
	19	Friday	5:00 p.m.	Holidays begin
January	5	Monday	8:00 a.m.	Classes resume
	23	Friday		Midterm
	27	Tuesday	4:00 p.m.	Last day to drop
February	9	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
March	3	Tuesday	10:00 p.m.	Winter Quarter ends
	4	Wednesday	4:00 p.m.	Faculty records day

SPRING QUARTER 1981

March	11	Wednesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	12	Thursday	8:00 a.m.	Classes begin
	18	Wednesday	4:00 p.m.	Last day to register or add classes
April	16	Thursday	5:00 p.m.	Holidays begin
	23	Thursday	8:00 a.m.	Classes resume
	24	Friday		Midterm
	28	Tuesday	4:00 p.m.	Last day to drop
May	11	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
June	2	Tuesday	10:00 p.m.	Spring Quarter ends
	3	Wednesday	4:00 p.m.	Faculty Records day
	4	Thursday	8:00 p.m.	Graduation

SUMMER QUARTER 1981

June	11	Thursday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	15	Monday	8:00 a.m.	Classes begin
	19	Friday	4:00 p.m.	Last day to register or add classes
July	1	Wednesday	11:00 p.m.	Holidays begin
	7	Tuesday	8:00 a.m.	Classes resume
	22	Wednesday		Midterm
	24	Friday	4:00 p.m.	Last day to drop
August	10,11	Mon.-Tues.	1:00 p.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	12,13	Wed.-Thurs.	1:00 p.m.-4:00 p.m.	Pre-registration
	26	Wednesday	10:00 p.m.	Summer Quarter ends
	27	Thursday	12:00 noon	Faculty records day
	27	Thursday	8:00 p.m.	Graduation



**FIRST SUMMER SESSION 1981**

June	11	Thursday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	15	Monday	8:00 a.m.	Classes begin
	16	Tuesday	4:00 p.m.	Last day to register or add classes
July	1	Wednesday		Midterm
	2	Thursday	5:00 p.m.	Holidays begin
	7	Tuesday	8:00 a.m.	Classes resume
	7	Tuesday	4:00 p.m.	Last day to drop
	21	Tuesday	5:00 p.m.	First Session ends
	22	Wednesday	12:00 noon	Faculty records day

**SECOND SUMMER SESSION 1981**

July	22	Wednesday	9:00 a.m.-12 noon	Registration
	23	Thursday	8:00 a.m.	Classes begin
	24	Friday	4:00 p.m.	Last day to register or add classes
August	10,11	Mon.-Tues.	1:00 p.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	12,13	Wed.-Thurs.	1:00 p.m.-4:00 p.m.	Pre-registration
	10	Monday		Midterm
	12	Wednesday	4:00 p.m.	Last day to drop
	26	Wednesday	10:00 p.m.	Second Session ends
	27	Thursday	12:00 noon	Faculty records day
	27	Thursday	8:00 p.m.	Graduation

**FIRST THREE-WEEK SESSION**

June	26	Friday	9:00 a.m.-12:00 noon	Registration
	29	Monday	8:00 a.m.	Classes begin
	29	Monday	4:00 p.m.	Last day to register or add for this session
July	2	Thursday	5:00 p.m.	Holidays begin
	7	Tuesday	8:00 a.m.	Classes resume
	9	Thursday	4:00 p.m.	Last day to drop
	21	Tuesday	5:00 p.m.	Session ends
	22	Wednesday	12:00 noon	Faculty records day

**SECOND THREE-WEEK SESSION**

July	22	Wednesday	9:00 a.m.-12 noon	Registration
	23	Thursday	8:00 a.m.	Classes begin
	23	Thursday	4:00 p.m.	Last day to register or add for this session
	31	Friday	4:00 p.m.	Last day to drop
August	12	Wednesday	5:00 p.m.	Session ends
	13	Thursday	12:00 noon	Grades due



**FALL QUARTER 1981**

September	1,4	Tues., Fri.	9:00 a.m.-4:00 p.m.	Faculty Workshop
	1	Tues.	1:30 p.m.	Student Orientation
	2,3	Wed.-Thurs.	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	8	Tues.	9:00 a.m.-4:00 p.m.	Faculty Workshop
	9	Wednesday	8:00 a.m.	Classes begin
	15	Tuesday	4:00 p.m.	Last day to register or add classes
October	16	Friday		Midterm
	20	Tuesday	4:00 p.m.	Last day to drop
November	9	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	24	Tuesday	10:00 p.m.	Fall Quarter ends
	25	Wednesday	4:00 p.m.	Faculty records day

**WINTER QUARTER 1981-82**

December	1	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	2	Wednesday	8:00 a.m.	Classes begin
	8	Tuesday	4:00 p.m.	Last day to register or add classes
	18	Friday	5:00 p.m.	Holidays begin
January	4	Monday	8:00 a.m.	Classes resume
	22	Friday		Midterm
	26	Tuesday	4:00 p.m.	Last day to drop
February	8	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
March	2	Tuesday	10:00 p.m.	Winter Quarter ends
	3	Wednesday	4:00 p.m.	Faculty records day

**SPRING QUARTER 1982**

March	9	Tues.	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	10	Wed.	9:00 a.m.-4:00 p.m.	Faculty Workshop
	11	Thursday	8:00 a.m.	Classes begin
	17	Wednesday	4:00 p.m.	Last day to register or add classes
April	8	Thursday	5:00 p.m.	Holidays begin
	15	Thursday	8:00 a.m.	Classes resume
	23	Friday		Midterm
	27	Tuesday	4:00 p.m.	Last day to drop
May	10	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
June	1	Tuesday	10:00 p.m.	Spring Quarter ends
	2	Wednesday	4:00 p.m.	Faculty records day
	3	Thursday	8:00 p.m.	Graduation



# General Information

## EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be performed, with specific regard to:

- (A) Titles VI and VII, Civil Rights Act of 1964 (as amended)
- (B) Executive Order No. 11246 (as amended)
- (C) Equal Pay Act of 1964
- (D) Title IX, Educational Amendments of 1972
- (E) The Rehabilitation Act of 1973

## LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 80,900.

## HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center, Rotary Auditorium which seats 149, and a reading laboratory.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The Science Building completes the structures surrounding the historic Mitchell Circle. It was occupied at the beginning of the summer session 1979. The two-story building provides three labs and two classrooms for vocational programs, four labs and three classrooms for the sciences, and an attractive student waiting area. The architecture blends well with the other four buildings around the Circle.

The Continuing Education Operation is administered in the renovated Kirkman home on North Mulberry Street. Some of the classes and labs are located in the Main Building, third floor; in the ABE Center directly behind the Main Building; Statesville Senior High School; South Iredell High School; Mooresville Junior High School; North Iredell High School; Statesville Recreation Center and at many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.



## PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resources to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.

## MEMBERSHIPS AND APPROVALS

Mitchell Community College is a member of:

- American Association of Community and Junior Colleges
- North Carolina Department of Community Colleges
- Southern Association of Colleges and Schools
- National Association of Student Financial Aid Administrators

Mitchell Community College is recognized and approved by:

- North Carolina State Board of Education
- North Carolina Department of Community Colleges
- North Carolina Department of Public Instruction
- Division of Vocational Rehabilitation
- Southern Association of Colleges and Schools

## VETERANS

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.





# **Admissions, Expenses, Veterans Information, and Financial Aid**

## **ADMISSION REQUIREMENTS**

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older to some appropriate program. The college serves all students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

In general, a high school diploma or GED is required for all post-secondary programs. Students without these prerequisites are admitted into vocational programs as a result of placement tests or counseling when the students demonstrate the necessary skills for success in the programs. Each program is open to students who qualify.

## **ADMISSION PROCEDURE**

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview

## **SPECIAL CREDIT STUDENTS**

Those persons not enrolled in a degree or diploma program must complete an application.

## **ADMISSION TO GENERAL ADULT EDUCATION PROGRAM**

Any person who is 18 years old or a high school graduate is eligible to enter a General Adult Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

## **PROVISIONAL ADMISSION**

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

## **SPECIAL ADMISSION**

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

## **VISITING STUDENTS**

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.



## **TRANSFER APPLICANTS**

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

## **TRANSFER OF CREDITS**

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college. A minimum of 30 quarter hours credit must be earned at Mitchell to be eligible for graduation.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

## **SERVICE EXPERIENCE**

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

## **U S ARMY RESERVE OFFICERS TRAINING PROGRAM**

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U. S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter in a contractual agreement with the Army and may receive up to \$1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N. C. 28036.



E X P E N S E S

STUDENT CHARGES AND REFUNDS

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

- 1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
- 2. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
- 3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.
- 4. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a \$5.00 late registration fee.

GENERAL GUIDELINES FOR STUDENT CHARGES AND REFUNDS

CURRICULUM COURSES

Tuition: Current tuition charges are \$3.25 for in-state and \$16.50 for out-of-state per quarter hour with a maximum charge for \$39.00 and \$198.00 per quarter respectively. Charges are shown below.

Quarter Hours	In-State	Out-of-State
1	\$ 3.25	\$ 16.50
2	6.50	33.00
3	9.75	49.50
4	13.00	66.00
5	16.25	82.50
6	19.50	99.00
7	22.75	115.50
8	26.00	132.00
9	29.25	148.50
10	32.50	165.00
11	35.75	181.50
12+	39.00	198.00

Exceptions: Students who have paid tuition at one institution and are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the quarter and the institution to which he is transferring will accept the letter in lieu of payment.

A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed \$39.00 or \$198.00.

Persons 65 or over are not required to pay tuition.

Refunds: Tuition refunds are made if, in the judgment of the institution, the student is compelled to withdraw for unavoidable reasons. The student is required to make his request in writing to the Dean of Student Personnel. If the request is approved, two-thirds of the tuition is refunded if the student withdraws within ten calendar days after the first day of classes for the quarter. Refunds of \$5.00 or less are not made. If a course or curriculum fails to materialize, all the tuition is refunded.

If a student withdraws before the end of the quarter for reasons excusable by the institution, the student may be allowed credit for the unrefunded tuition and fees if he enrolls during any of the next four calendar quarters and petitions in writing for such credit.

If a student dies during the quarter, all tuition and fees for the quarter are refunded to the estate of the deceased.



Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduation Fees: The following graduation fees are charged: Cap & Gown, \$8.00; Diploma or certificate, \$10.00

If a student fails to meet the graduation requirements and the cap and gown package is unopened, the \$8.00 charge is refunded. If a student does not participate in graduation and asks that his diploma be mailed, a \$3.25 charge is made for registered mail.

Audit Fee: Tuition for auditing classes must be paid except in case of full-time students who may audit with no additional charge.

Credit By Examination: Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

Parking: Parking stickers are distributed at registration at no charge. A \$1.00 fine is charged for each parking violation after the first violation.

Physical Education Fees: The following physical education activity courses have fees as shown:

Golf	\$15.00
Bowling	10.00
Skiing (no equipment)	65.00
Skiing (with equipment)	45.00

If a student withdraws from the class before the first class meeting, the fee is refunded. No part of this fee is refunded after the first class meeting.

Insurance: A group accident insurance policy is available to students on a voluntary basis. Coverage is to and from school and for school-sponsored activities. The contract is September-September and the student pays for the remaining quarters when he enrolls. Charges are as follows:

4 quarters	\$ 6.00
3 quarters	\$ 4.50
2 quarters	\$ 3.00
1 quarter	\$ 1.50

There is no refund of insurance charges.

Registration Fee: There is no registration fee; however, students registering after the day of registration are charged a late fee of \$5.00.

Student Activity Fee: All students who take eight or more quarter hours are charged a \$9.00 student fee for the fall, winter, and spring quarters. A student pays a total of \$27.00 for the academic year if he is enrolled for all three quarters. The fee is distributed as follows:

Student Government	\$ 5.00
Athletics	\$ 2.00
Circle	\$ 2.00

All expenditures from these funds are related directly to student activities.

Exceptions: Students who take courses that are taught off campus are not charged a student activity fee. Persons who are employed as law enforcement officers and enroll in the Criminal Justice program are not charged the student activity fee.

Refunds: Rules governing student activity fee refund are the same as those for tuition refund.

Transcripts: No transcript is released without the written permission of the student. One official transcript is prepared without charge. A \$1.00 fee is charged for each additional transcript.

Books: Cost of books will vary some from program to program; however, most students pay an estimated \$150.00 for books for the academic year. The College does not rent books nor buy used books.

Special Fees: Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student. The following list gives the estimated costs for these items. The student is responsible for securing these items and monies are not handled by the institution.

Practical Nurse	\$190.00
Carpentry	65.00
Auto Body	90.00
Air Conditioning	135.00
Electronic Servicing	60.00
Electric Installation	75.00
Auto Mechanics	150.00
Graphics	15.00
Drafting	30.00
Art	30.00
Machine Operations	150.00



NON-CURRICULUM EXTENSION COURSES

Tuition: A \$5.00 fee is charged for each extension class.  
Exceptions: No tuition or fees are charged students who are prison inmates.  
No tuition or fees are charged students enrolling for special extension training programs for volunteer firemen, fire department personnel, volunteer rescue and lifesaving personnel, or for local law enforcement officers.  
No tuition fee shall be charged patients of state alcoholic rehabilitation centers.  
No tuition fee shall be charged students for courses supported by grants and funds derived from sources other than state appropriations.  
Institutions may sponsor self-supporting classes. Charges are whatever is necessary to pay for the class.  
No tuition or fee may be charged for persons 65 or over.

1980-81 ESTIMATED STUDENT EXPENSES

	9 months	12 months
<i>Dependent Living At Home:</i>		
Room	\$ 495	\$ 660
Board	495	660
Transportation	447	561
Clothing	330	440
Personal	251	334
Health	132	176
Subtotal	\$ 2150	\$ 2831
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 2505	\$ 3296
<i>Dependent Living Away From Home:</i>		
Room	\$ 990	\$ 1320
Board	990	1320
Transportation	447	594
Clothing	330	440
Personal	440	583
Health	132	176
Subtotal	\$ 3329	\$ 4433
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 3684	\$ 4898
<i>Independent Self-Supporting:</i>		
Room	\$ 1485	\$ 1980
Board	1056	1408
Transportation	447	594
Clothing	330	440
Personal	660	880
Health	132	176
Subtotal	\$ 4110	\$ 5478
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 4465	\$ 5943



*Independent Married:*

Room	\$ 2277	\$ 3036
Board	1485	1980
Transportation	667	891
Clothing	660	880
Personal	660	880
Health	264	352
Subtotal	<u>\$ 6013</u>	<u>\$ 8019</u>
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 6368	\$ 8484

*Additional Factors:*

Students with dependent children add:		
First Child	\$ 903	\$ 1210
Second Child	825	1100
Third Child & each additional	660	880

*Out-of-State Student:*

Tuition & Fees:	\$ 621	\$ 819
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*Nursing Students:*

\$334 Additional Supplies over 12 months.

*Budget Derivation:*

Budget figures are derived from student surveys, local agencies, merchants, and professionals, and national comparison data.

Transportation is based on an average of 13 miles per day at 19 ¢ per mile.

Room and board figures for independent students reflect additional costs of insurance and taxes not applicable to dependent students.

Health figures include only uninsured medical and dental expenses.





## VETERANS INFORMATION

The maximum period of entitlement for Educational Benefits is 45 months. These benefits must be completed within 10 years from date of discharge from active duty.

Public Law 94-502 increased the amount a veteran or eligible person may borrow not to exceed \$292.00 multiplied by the months of remaining entitlement at the beginning of the academic year or other period to which the loan is to apply. The loan amount may not exceed \$1,500 in any one regular academic year.

All veterans are prohibited from receiving VA payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing withdrawal.

No school may have authority to negotiate VA Educational Benefits Checks or direct or indirect access to the proceeds of such checks through devices such as post office box addresses or sales offices of the school which serve as students' mailing address, or bank accounts jointly held with payees to which benefit checks are mailed. All educational benefit checks must be negotiated by the veteran or eligible person.

**85 to 15% Ratio Requirements . . .** Effective December 1, 1976, the enrollment of an eligible veteran (not already enrolled) may not be approved in any course for a period which more than 85% of the students (veterans) enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the Veterans Administration. Specially excepted from computing 85 to 15% Ratio are special assistance payments for the educationally disadvantaged, Farm Co-operative Courses and courses offered under contract with the Department of Defense. Once a student is properly enrolled in a course which meets the 85 to 15% requirement, benefits may not be terminated because the 85 to 15% requirement is subsequently not met as long as the student's enrollment remains continuous. A veteran student enrolled at Mitchell need not attend summer sessions in order to maintain continuous enrollment. An enrollment may also be considered continuous if a "break" in enrollment is wholly due to circumstances beyond the student's control, such as illness.

**50% Graduate Employment Survey . . .** Every two years the Veterans Service Office must conduct a survey of the graduates in the Vocational curriculums. If at least 50% of these graduates have never been employed in the area of their curriculum, the payment of benefits will be barred to incoming veterans in that particular curriculum. A new survey will not be conducted for another two years. To prevent enrolling in a vocational curriculum in which a veteran will not be entitled to receive educational benefits, the student should contact the Veterans Service Office for a list of these barred curriculums.

**Standard of Progress . . .** All veteran students must meet the requirements for academic progress as set forth in the Catalog and the Student Handbook. If placed on academic probation for a quarter, the grade point average must improve the following quarter so that the overall grade point average is within the standard of progress. If after one quarter of probation your overall grade point average is not within the standard of progress, veterans will be terminated with the Veterans Administration for unsatisfactory progress. Also, any veteran whose total hours of "F" exceeds the minimum full-time requirement (Degree—12 credit hours, Diploma/Certificate—22 contact hours) will be terminated for unsatisfactory progress. Courses which have been repeated will continue to be counted in this total.

Vocational veterans must turn in time sheets to the Veteran's Secretary at the end of each month. Delay in turning time sheets in may hold up checks. Also, approximately every two to three months vocational veterans will receive time cards in with their checks. These must also be turned in immediately to the Veteran's Secretary to avoid delaying checks.

All veterans must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time,  $\frac{3}{4}$  time, or  $\frac{1}{2}$  time. If the reason for dropping in credits is not due to mitigating circumstances, the VA will go back to the beginning of the quarter and charge that student with an overpayment. A student must also notify the Veteran Affairs Office of a withdrawal.

**Mitigating Circumstances . . .** Circumstances which directly hinder any eligible veteran's pursuit of a course and which are judged to be out of the student's control. Illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training. Withdrawal from a course or receipt of a nonpunitive grade upon completion of a course due to unsatisfactory work may be considered to be under mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion and the student submits evidence that he or she applied for tutorial aid, consulted a Veteran's Administration Counselor, or consulted a school academic counselor or advisor regarding an attempt to remedy the unsatisfactory work before withdrawal or completion.



If a veteran is terminated for unsatisfactory progress and re-enrolls in school, an Enrollment Certification will be forwarded to the Veterans Administration and the Adjudication Officer there will decide about reinstating educational benefits to the veteran.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. No certification will be mailed until students complete their files including high school transcripts, GED scores, and college transcripts where applicable. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 45 to 60 days from the date of certification before the first check is received).

When you first make contact with the Veterans Affairs Office, bring a certified copy (from the courthouse) of your DD 214 (discharge papers). If you or your spouse have ever been divorced, bring a copy of the divorce papers, a copy of your current marriage certificate, and copies of childrens' birth certificates if applicable.

Benefits are determined by the academic course load as indicated in the table below:

College Transfer & Technical —

Full: 12 credit hours & above

$\frac{3}{4}$  : 9 to 11 credit hours

$\frac{1}{2}$  : 6 to 8 credit hours

Vocational —

Full: 22 contact hours & above

$\frac{3}{4}$  : 16 to 21 contact hours

$\frac{1}{2}$  : 11 to 15 contact hours

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston Salem, N. C. 27102. The toll free number is 1-800-642-0841.

The telephone number for Veterans Affairs at Mitchell is 704-873-2201. Call or visit this office any time for further information.

## FINANCIAL ASSISTANCE INFORMATION

The purpose of financial aid is to help students who would be unable to attend Mitchell without assistance. To be considered for aid, an A.C.T. Family Financial Statement must be completed, and the Basic Educational Opportunity Grant (BEOG) must be applied for, by checking the appropriate box on the A.C.T. form (available from the Financial Aid Office or high school counselors).

## APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

1. Student must obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the BEOG, and include the code for a report to be sent to Mitchell Community College.
3. Students must contact the Financial Aid Office when they receive reports from ACT and from the BEOG offices.
4. Applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions, and the reasons for these decisions.

## DEADLINES

The A.C.T. forms should be mailed by the student two months prior to enrollment. However, students may apply even after enrollment. Scholarships are awarded prior to September and should be applied for by July 1st.



## TYPES OF AID AVAILABLE

Basic Educational Opportunity Grant — NOT repaid; up to \$838 per year.

Supplemental Educational Opportunity Grant — NOT repaid; \$200-\$900 per year.

College Work Study — Minimum wage paid for work on campus, up to 20 hours per week.

P.A.C.E. Program — Minimum wage paid for summer work, 40 hours per week to students who will attend Mitchell the following fall.

N.C. Insured Loans — Must be repaid in quarterly installments beginning 6 months after leaving school; 9% interest also begins at that time. Amount varies depending on need.

N.C. Student Incentive Grant — NOT repaid; amounts vary; A.C.T. form should be sent by March 1st.

Scholarships — NOT repaid; amounts vary.

## FINANCIAL AID STUDENT RIGHTS & RESPONSIBILITIES

All students have the right to know what aid is available, when to apply, costs of attendance, Mitchell's refund policy, selection criteria for aid recipients, how need is determined and what family resources are used in need determination. Students also have the right to how much of their need is going to be met by aid, how much of their aid must be repaid, and what the interest rate and payback procedures are, as well as what other types of aid they are receiving. Recipients also have a right to know how satisfactory academic progress is determined and what happens when it is not maintained.

Students have a responsibility to review and consider all information about the school before enrolling; to complete all forms accurately and submit them on time to the right place; to pay special attention to accuracy on financial aid forms (errors cause long delays and intentional misreporting is a criminal offense subject to penalties under the U. S. Criminal Code); to return all verification, corrections and new information requested by the aid officer or agency to whom applied; to read, understand and save copies of everything signed; to accept responsibility for all agreements signed; to notify the lender, if loan received, of changes in name, address, or school status; to know and comply with application and reapplication deadlines; to know and comply with the school's refund procedures.

## SCHOLARSHIPS

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ALUMNI SCHOLARSHIP was established in 1979 by the Mitchell Community College Alumni Association. The scholarship will be awarded annually to a child or grandchild of an alumni, with the stipulation that the recipient must maintain a 2.0 grade point average.

THE ANDERSON FAMILY SCHOLARSHIP has been established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need. Application for the scholarship should be made to the college scholarship committee.

THE BAUGH SCHOLARSHIP was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell student who gives evidence of leadership potential.

THE BRADY MEMORIAL ORGAN SCHOLARSHIP was established by the employees of Brady Printing Company, family and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young persons would study organ. Auditions will be held for the scholarship, which will be awarded to an Iredell County resident for the study of music at Mitchell Community College.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. & Mrs. Joe Carter and will be awarded as funds are available.



THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE ANABEL EAGLE FOSTER MEMORIAL SCHOLARSHIP was established in 1979 through the will of Ms. Foster. It is to be awarded to a sophomore, female resident of the Cool Springs Township considered deserving by the Scholarship Committee.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

THE THOMAS LEE HILL MEMORIAL SCHOLARSHIP was established in 1978 by the Statesville Noon Civitan Club in memory of the late Thomas Hill for his contributions to the work of Civitan and for his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE JENSEN MUSIC SCHOLARSHIP was established in 1969 by the Jensen family and friends, in memory of the late Fritz Jensen, who had a deep love for the arts and especially music. The scholarship will be awarded annually to the outstanding sophomore music student at Mitchell Community College.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by Margaret Raynall Bible Class for the First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) in the sound discretion of the Board of Trustees. The first recipient was named for Fall of 1977. The amount is to be determined by income earned on the trust fund.

THE MITCHELL COMMUNITY COLLEGE ART CLUB SCHOLARSHIP was established in 1977 by students of art at Mitchell Community College. Students raise money annually through various fund-raising activities. The award pays full tuition for an academic year, and is awarded annually to an entering freshman on the basis of high school art achievements.

THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County and make application to the Mitchell Community College Scholarship Committee.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc., in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company, applicants from employee families, it may be awarded to other deserving Iredell County students.

THE BILL SHERRILL ATHLETIC SCHOLARSHIP was established in 1978 by the Statesville Area Athletic Officials Clinic in memory of the late Bill Sherrill for his contributions to area high school athletics and his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident interested in athletics and having financial need.



THE SPANN, MANGUM, CROOM & DOCKERY MEMORIAL SCHOLARSHIP was established in 1974 by the Spann, Mangum, Croom & Dockery Board of Directors for their outstanding leadership in the Statesville community. It will be awarded annually to a minority student recommended by a board member or members, on the basis of need, commitment and leadership.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP was established in 1975 in memory of the late Mike Courain, who was dedicated to the youth of his community. It is to be awarded annually to an outstanding Key Club or Keywanette member from one of the Iredell County high schools.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the Northwestern Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE STATESVILLE RECORD AND LANDMARK SCHOLARSHIP was established in 1962 by employees of the Statesville Record and Landmark, in order to assist employees and their children. The amount is to be determined by interest on the principal sum, which is to be added to the principal in the event that the scholarship is not awarded. If there are no eligible applicants, the award may be given to an Iredell County resident. The scholarship must be awarded at least every five years.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

THE E. B. STIMSON MEMORIAL SCHOLARSHIP was established in loving memory of "Cap" Stimson, who for many years served as head of the Mitchell College Music Dept. It is endowed by the MacDowell Music Club and friends of the Stimson family. Candidates for the music scholarship must audition before a select panel of judges.

THE BILLY WATT MEMORIAL SCHOLARSHIP was established by William N. and Hilda S. Watt in memory of their son, Billy Watt. The scholarship will be awarded annually to graduates or seniors of Alexander Central High School. Applications for the scholarship should be made to the Alexander High School Scholarship Committee.

THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP was established in 1979 from the estate of Annie McGill Wilson, Class of 1924. Preference shall be given to students who are interested in library science, have financial need, and demonstrate academic talent.





# Student Life

Mitchell Community College is interested in helping each student develop to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

## STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will co-operate with the respective law enforcement agencies in their enforcement.

## PRIVACY RIGHTS

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent.

## VEHICLE REGISTRATION

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

## PLACEMENT SERVICE

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

## COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

## HEALTH SERVICES

Persons who desire to see a doctor may check the Student Personnel Services Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.



## **INTRAMURALS**

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life, physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

## **STUDENT ORGANIZATIONS**

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regards to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

## **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

## **PUBLICATIONS**

The Office of the Dean of Student Personnel Services is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

## **THE LEARNING RESOURCES CENTER**

The Mitchell Community College Learning Resources Center is responsible for providing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, card catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas — the Library and the Audiovisual Center.

## **LIBRARY**

The library area houses the book collection, periodicals, vertical file, and microfilm. All special indexes — periodicals, poetry, plays, essays, book reviews — are on the main floor near the card catalog. Services available are: Reference assistance, interlibrary loans, displays, reserve materials, paperback collection, career corner, night book deposit (to left of front entrance), college catalogs, and coin-operated copier for hard copies.



## AUDIOVISUAL CENTER

The audiovisual center serves as a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes, 8mm film.
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community.

Regular school days:

Monday — Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.

During breaks between quarters:

Monday — Friday	8 a.m. - 5 p.m.
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Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for restamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor) and in restrooms.

## COLLEGE INFORMATION OFFICE

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

## STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday.





# Academic Regulations

## QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

## REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

## CHANGE OF SCHEDULE

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally one week after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the office of the Registrar and the Business Office.

## STUDENT COURSE LOAD

A student must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered a full-time student, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V. A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

A student may not register for more than 21 credit hours without approval of the Dean of Student Personnel Services, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular cases.

## CLASSIFICATION

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he is classified as a sophomore.



## ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events.

No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing the work.

Once a student has properly registered and paid the necessary registration fees, the student shall be enrolled in said class until one of the following occurs:

1. Student Withdrawal

- A. He/she officially withdraws (this constitutes student withdrawal and is effective as of that date.

2. Administrative Withdrawal

- A. He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)
- B. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
- C. He/she completes the minimum objectives stated for the class, or transfers to another class.

Students will be given specific class attendance policies by each division at the beginning of each quarter.

## GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A – Excellent – 4 quality points per quarter hour

B – Good – 3 quality points per quarter hour

C – Average – 2 quality points per quarter hour

D – Passing – 1 quality point per quarter hour

F – Failed – No quality points per quarter hour

I – Incomplete – Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the “I” has not been removed by the designated date, a grade of “F” will be recorded.

W – Withdrawal – Denotes official withdrawal from school.

AU – Audit – No grade or quality points.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, only the higher grade will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A “C” average is required for graduation. On the 4.00 quality point system, a “C” average is a 2.00 quality point average.

## GRADE REPORTS

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished all students at the end of each scheduled school quarter.

## DEAN’S LIST

The Dean’s List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.5 for the quarter with no grade below “C” will be on the Dean’s List for that period.



CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for any one year will be eligible for Class Honors at Graduation.

COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at graduation.

SATISFACTORY ACADEMIC PROGRESS

The following scale will be used as a basis for determining a student’s status for certification purposes to the Veteran’s Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, and other private or public agencies requiring such information. Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. Aid can be stopped for one or more quarters until grades indicate satisfactory progress is being re-established.

Veteran students must meet the requirements for academic progress as set forth below. If a veteran does not meet this requirement, he will be placed on academic probation for one quarter. If he does not bring his overall grade point average up to within school standards by the end of that quarter, he will be terminated with the Veterans Administration in Winston Salem. To get his educational benefits reinstated, he must request a counseling date with the Veterans Administration. They will decide if he will be eligible to return, and will state the conditions under which he may return if he is found to be eligible. There should be no problems from the Veterans Administration if satisfactory academic progress is maintained.

Degree Programs		Diploma Programs		Certificate Programs	
Hours	QPA	Hours	QPA	Hours	QPA
0-15	1.00	0-20	1.25	0-7	1.50
16-30	1.25	21-40	1.50	8-13	1.75
31-45	1.50	41-60	1.75	14-	2.00
46-60	1.75	61-	2.00		
61-75	1.90				
76-	2.00				

CONDITIONAL STATUS

A student who does not actively show initiative toward fulfillment of his stated educational goals may be placed on conditional status. Upon the written recommendations of the student’s division chairperson, or program director, with the concurrence of his instructors and advisor, to the Dean of Student Personnel Services, a student may be placed on conditional status after full-time enrollment for four quarters or more in a curriculum. However, when it appears in the best interest of the student, the above recommendation may be made at the end of one quarter for less than full-time or special students. The following conditions will be placed on this student:

1. Conditions for continuation specified in writing and signed in first week of conditional quarter. Conditions will include full-time status for entire quarter, minimum QPA for conditional quarter and meetings with assigned counselor on a scheduled basis.
2. After one quarter as a conditional student, his status will be reviewed by the assigned counselor and upon recommendation of the counselor, instructors, advisor, and division chairperson, the conditional status may be removed.
3. The conditions will be signed by the student and the Dean of Student Personnel Services, and filed with the assigned counselor.
4. If conditions are not met by the student at the end of the conditional quarter, suspension will be automatic.
5. Readmission to the college must be at least one quarter after suspension and must be approved by the Director of Admissions and the Dean of Student Personnel Services.



## **CREDIT BY EXAMINATION**

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved.

## **ADVANCED PLACEMENT**

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

## **AUDITING CLASSES**

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

## **REPEATING COURSE WORK**

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated, but can be counted only once toward graduation. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson, or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Personnel Services. As a result of limited clinical facilities, any PNE student failing to obtain a "C" or better on any required course will be dropped from the program but may be readmitted the next quarter that course is offered.

## **TRANSCRIPTS**

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. One transcript will be prepared at a cost of \$1.00 per copy. No transcripts will be released until the student's account is cleared with the Business Office and the Library.



## REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in the programs awarding diplomas are required to reach a proficiency level. Students in programs awarding the Associate in Arts, Associate in Fine Arts, or Associate in Applied Science Degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
2. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Personnel Services for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.
5. A minimum of thirty quarter hours credit must be earned at Mitchell Community College in order to be eligible for graduation.
6. A maximum of eleven quarter hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell.

## WITHDRAWALS

Students withdrawing from the college must contact the Office of the Dean of Student Personnel Services for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Personnel Services will sign all official withdrawals.





# Educational Programs

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to fifteen quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

## *College Transfer:*

Associate in Arts Degree — minimum 96 quarter hours credit

Associate in Fine Arts Degree — minimum 96 quarter hours credit

Associate in Science Degree — minimum 96 quarter hours credit

### College Transfer Programs:

Pre-Art	—C-003
Pre-Business Administration	—C-004
Pre-Business Education	—C-026
Pre-Liberal Arts	—C-011
Pre-Music	—C-015
Pre-Science	—C-018
Special Credit	—G-030

## *Technical:*

Associate in Applied Science Degree — minimum 106 quarter hours credit

### Technical Programs:

Accounting	—T-016
Agricultural Science	—T-126
Business Administration	—T-018
Criminal Justice	—T-129
Electronic Data Processing	—T-022
Electronic Technology	—T-045
Executive Secretary	—T-030
Food Service Management	—T-074
General Office Technology	—T-033
Industrial Management	—T-049
Teacher Aide	—T-088
Veteran Farmer Training	—T-017

## *Vocational:*

Diploma — Completion of curriculum

Certificate — upon successful completion of a vocational specialty program which generally consists of a maximum of 12 contact hours per week for four quarters in the evenings. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as aide position.

### Vocational Programs:

Air Conditioning/Refrigeration	—V-024
Auto Body Repair	—V-001
Automotive Mechanics	—V-003
Carpentry	—V-007
Drafting/Mechanical	—V-017
Electrical Installation & Maintenance	—V-018
Electronic Servicing	—V-042
Graphic Communications	—V-022
Industrial Maintenance	—V-028
Machine Operations	—V-032
Practical Nursing	—V-038
Welding	—V-050



READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

- Associate in Arts, Associate in Fine Arts, Associate in Science* –  
Must make a satisfactory score on the reading test, or take Reading 151.
- Associate in Applied Science* –  
Must make a satisfactory score on the reading test, or take Reading 151.
- Diploma Programs* –  
Must make a satisfactory score on the reading test, or take Reading 1101.
- Certificate Programs* –  
Must make a satisfactory score on the reading test, or take Reading 1101.

COLLEGE TRANSFER PROGRAMS

PRE-ART (C-003)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

CURRICULUM

<i>Course Title</i>		<i>Qtr. Hrs.</i>	<i>Course Title</i>		<i>Qtr. Hrs.</i>
		<i>Credit</i>			<i>Credit</i>
<u>FIRST QUARTER</u>			<u>FOURTH QUARTER</u>		
ENG 150	Resource Material	1	ENG	From Eng Lit sequence	5
ENG 151	Composition I	3	ART	Elective in Major sequence	3
HIS 151	History of Western Civilization I	5	ART	Elective in Minor sequence	3
or 251	U. S. History I		BIO 151	General Biology or	4
ART 150	Basic Design	3	CHM 161	General Chemistry or	
PED	Physical Education	1	PHY 271	General Physics	
	Electives	5	PED	Physical Education	
<u>SECOND QUARTER</u>			<u>FIFTH QUARTER</u>		
ENG 152	Composition II	3	BIO 152	General Biology or	4
HIS 152	History of Western Civilization II	5	CHM 162	General Chemistry or	
or 252	U. S. History II		PHY 272	General Physics	
ART 151	Drawing I	3	ART	Art History	5
PED	Physical Education	1	ART	Major Sequence II	3
	Electives	5	ART	Minor Sequence II	3
<u>THIRD QUARTER</u>			<u>SIXTH QUARTER</u>		
ENG 153	Composition III	3	ART	Art History	5
MAT	151 or 161 suggested	5	ART	Major Sequence III	3
ART 152	Drawing II	3	ART	Elective in Art	3
PED	Physical Education	1		Elective other than Art	3
	Electives				



PRE-BUSINESS ADMINISTRATION (C-004)  
ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM			
<i>Course Title</i>		<i>Qtr. Hrs. Credit</i>	
<u>FIRST QUARTER</u>			
ENG 150	Intro. to Resource Material	1	
ENG 151	Composition I	3	
HIS 151	History of Western Civilization	5	
or 251	U. S. History		
BIO 151	General Biology or	4	
CHM 161	General Chemistry or		
PHY 271	General Physics		
EDP 151	Intro. to Business Data Processing	4	
PED	Physical Education	1	
<u>SECOND QUARTER</u>			
ENG 152	Composition II	3	
HIS 152	History of Western Civilization	5	
or 252	U. S. History		
BIO 152	General Biology or	4	
CHM 162	General Chemistry or		
PHY 252	General Physics		
PED	Physical Education	1	
<u>THIRD QUARTER</u>			
ENG 153	Composition III	3	
	Electives (Foreign Languages	9	
	and Fine Arts)		
PED	Physical Education	1	
	Electives	3	
<i>Course Title</i>			<i>Qtr. Hrs. Credit</i>
<u>FOURTH QUARTER</u>			
BUS 161	Accounting Principles		4
ECO 251	Macroeconomics		4
ENG 261	Major British Writers	5 or 6	
or 271-272	American Literature		
MAT 151	Fundamentals of Mathematics		5
or 161	College Algebra		
PED	Physical Education		1
<u>FIFTH QUARTER</u>			
BUS 162	Accounting Principles		4
ECO 252	Microeconomics		5
	Electives (Humanities)		5
MAT 191	Concepts & Techniques of Calculus		5
<u>SIXTH QUARTER</u>			
BUS 163	Accounting Principles		4
	Electives (Humanities)		3
	Electives		8
MAT 171	Introductory Statistics		5



PRE-BUSINESS EDUCATION (C-026)  
ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

<i>Course Title</i>		<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>		<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>			<u>FOURTH QUARTER</u>		
ENG 150	Intro. to Resource Material	1	BUS 161	Accounting Principles	4
ENG 151	Composition I	3	ECO 251	Macroeconomics	5
HIS 151	History of Western Civilization	5	ENG 261	Major British Writers	5 or 6
or 251	U. S. History		or 271-272	American Literature	
BIO 151	General Biology or	4	BUS 156	Shorthand	4
CHM 161	General Chemistry or		PED	Physical Education	1
PHY 271	General Physics				
BUS 153	Typewriting	3			
PED	Physical Education	1			
<u>SECOND QUARTER</u>			<u>FIFTH QUARTER</u>		
ENG 152	Composition II	3	BUS 162	Accounting Principles	4
HIS 152	History of Western Civilization	5	ECO 252	Microeconomics	5
or 252	U. S. History		MAT 151	Fundamentals of Mathematics	5
BIO 152	General Biology or	4	or 161	College Algebra	
CHM 162	General Chemistry or		BUS 157	Shorthand	4
PHY 272	General Physics				
BUS 154	Typewriting	3			
	Elective (Humanities)	3			
PED	Physical Education	1			
<u>THIRD QUARTER</u>			<u>SIXTH QUARTER</u>		
ENG 153	Composition III	3	BUS 163	Accounting Principles	4
BUS 155	Typewriting	3	BUS 158	Shorthand	4
EDP 151	Intro. to Business Data Processing	4		Elective (Humanities)	5
	Elective (Humanities)	3	MAT 151	Fundamentals of Mathematics	5
PED	Physical Education	1	or 161	College Algebra	



COLLEGE TRANSFER

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The College Transfer curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for the Associate in Arts and the Associate in Science Degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE CURRICULUM (C-011)

English . . . . .	15 qtr. hrs. credit
Must include:     ENG 151, 152, 153 – 9 q.h.	
ENG 150 – 1 q.h., Literature – 5 q.h.	
Health and Physical Education . . . . .	4 qtr. hrs. credit
Humanities and Fine Arts . . . . .	10 qtr. hrs. credit
Courses must be selected from: Art Foreign Language, Literature, Music, Philosophy, Religion and Speech.	
Science and Mathematics . . . . .	13 qtr. hrs. credit
Minimum of 8 q.h. in an introductory science sequence	
Math 151 or 161 (5 q.h.) recommended	
Social Science . . . . .	10 qtr. hrs. credit
American History or Western Civilization sequence	
Electives . . . . .	44 qtr. hrs. credit
Students should select electives which correspond with their major and the institution to which they wish to transfer.	

ASSOCIATE IN SCIENCE DEGREE CURRICULUM (C-018)

English . . . . .	10 qtr. hrs. credit
Must include:     ENG 151, 152, 153 – 9 q.h.	
ENG 150 – 1 q.h., Literature – 5 q.h.	
Health and Physical Education . . . . .	4 qtr. hrs. credit
Math . . . . .	20 qtr. hrs. credit
Completion of Math 253 (Calculus III) is minimum requirement	
Science . . . . .	24 qtr. hrs. credit
Two complete three course sequences minimum requirement	
Social Science . . . . .	10 qtr. hrs. credit
Two quarter sequence of Western Civilization or American History minimum requirement	
Electives . . . . .	22 qtr. hrs. credit
May include math, foreign language, or other courses suggested by program at senior institution.	



PRE-MUSIC (C-015)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer

PIANO CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 150	Intro. to Resource Material 1	BIO 151	General Biology or 4
ENG 151	Composition I 3	CHM 161	General Chemistry or
MUS 151	Music Theory 3	PHY 271	General Physics
MUS 154	Sight Singing 2	MUS 251	Music Theory 3
MUS	Applied Organ, Piano, Voice (major) 2	MUS 254	Sight Singing 2
MUS	Applied Organ, Piano, Voice (minor) 1	MUS	Applied Organ, Piano, Voice (major) 2
MUS 160	Choir 1	MUS	Applied Organ, Piano, Voice (minor) 1
HIS 151	History of Western Civilization 5	MUS 260	Choir 1
or 251	U. S. History	PED	Physical Education 1
<u>SECOND QUARTER</u>		<u>FIFTH QUARTER</u>	
ENG 152	Composition II 3	MUS 252	Music Theory 3
MUS 152	Music Theory 3	MUS 255	Sight Singing 2
MUS 155	Sight Singing 2	MUS	Applied Organ, Piano, Voice (major) 2
MUS	Applied Organ, Piano, Voice (major) 2	MUS	Applied Organ, Piano, Voice (minor) 1
MUS	Applied Organ, Piano, Voice (minor) 1	MUS 261	Choir 1
MUS 161	Choir 1	PED	Physical Education 1
HIS 152	History of Western Civilization 5	BIO 152	General Biology or 4
or 252	U. S. History	CHM 162	General Chemistry or
PED	Physical Education 1	PHY 272	General Physics
<u>THIRD QUARTER</u>		<u>SIXTH QUARTER</u>	
ENG 153	Composition III 3	MUS 253	Music Theory 3
MUS 153	Music Theory 3	MUS 256	Sight Singing 2
MUS 156	Sight Singing 2	MUS	Applied Organ, Piano, Voice (major) 2
MUS	Applied Organ, Piano, Voice (major) 2	MUS	Applied Organ, Piano, Voice (minor) 1
MUS	Applied Organ, Piano, Voice (minor) 1	MUS 262	Choir 1
MUS 162	Choir 1	ENG	Literature (American or English) 5
MAT 151	Fundamentals of Mathematics 5		
or 161	College Algebra		
PED	Physical Education 1		



VOICE CURRICULUM

<i>Course Title</i>		<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>		<i>Qtr. Hrs.</i> <i>Credit</i>
<u>FIRST QUARTER</u>			<u>FOURTH QUARTER</u>		
ENG 150	Intro. to Resource Material	1	BIO 151	General Biology or	4
ENG 151	Composition I	3	CHM 161	General Chemistry	
MUS 151	Music Theory	3	PHY 271	General Physics	
MUS 154	Sight Singing	2	MUS 251	Music Theory	3
MUS	Applied Organ, Piano, Voice (major)	2	MUS 254	Sight Singing	2
MUS	Applied Organ, Piano, Voice (minor)	1	MUS	Applied Organ, Piano, Voice (major)	2
MUS 160	Choir	1	MUS	Applied Organ, Piano, Voice (minor)	1
HIS 151	History of Western Civilization	5	MUS 260	Choir	1
or 251	U. S. History		PED	Physical Education	1
<u>SECOND QUARTER</u>			<u>FIFTH QUARTER</u>		
ENG 152	Composition II	3	MUS 252	Music Theory	3
MUS 152	Music Theory	3	MUS 255	Sight Singing	2
MUS 155	Sight Singing	2	MUS	Applied Organ, Piano, Voice (major)	2
MUS	Applied Organ, Piano, Voice (major)	2	MUS	Applied Organ, Piano, Voice (minor)	1
MUS	Applied Organ, Piano, Voice (minor)	1	MUS 261	Choir	1
MUS 161	Choir	1	PED	Physical Education	1
PED	Physical Education	1	BIO 152	General Biology or	4
HIS 152	History of Western Civilization	5	CHM 162	General Chemistry or	
or 252	U. S. History		PHY 271	General Physics	
<u>THIRD QUARTER</u>			<u>SIXTH QUARTER</u>		
ENG 153	Composition III	3	MUS 253	Music Theory	3
MUS 153	Music Theory	3	MUS 256	Sight Singing	2
MUS 156	Sight Singing	2	MUS	Applied Organ, Piano, Voice (major)	2
MUS	Applied Organ, Piano, Voice (major)	2	MUS	Applied Organ, Piano, Voice (minor)	1
MUS	Applied Organ, Piano, Voice (minor)	1	MUS 262	Choir	1
MUS 162	Choir	1	ENG	Literature (American or English)	5
MAT 151	Fundamentals of Mathematics	5			
or 161	College Algebra				
PED	Physical Education	1			



## SPECIAL CREDIT (G-030)

This program is designed for those students who have no desire to work toward a degree, but want to take college transfer courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.





TECHNICAL PROGRAMS

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Accounting curriculum is designed to teach students the necessary skills for entry into the accounting profession. The student learns the following duties: maintaining journals and ledgers, preparing financial statements, making special reports and analysis, preparing cost data, and summarizing tax information.

A graduate of the Accounting curriculum may be employed in a variety of fields depending on availability, personal preferences, skills, etc. The accountant is necessary wherever there is money to be used from government to small private businesses. Positions are available in general accounting, auditing, payroll accounting, credit, collections, and other areas.

CURRICULUM

<i>Core Courses</i>	59	<i>Major Requirements:</i>	
<i>English &amp; Speech</i>	12	BUS 241 Intermediate Accounting	4
<i>Major Requirements</i>	30	BUS 242 Intermediate Accounting	4
<i>Electives</i>	7	BUS 243 Intermediate Accounting	4
Total	108	BUS 246 Taxes	4
		BUS 244 Cost Accounting	4
<i>Core Courses:</i>		BUS 248 Auditing	4
Accounting Principles	12	BUS 228 Finance	3
Business Communications	3	BUS 229 Finance	3
Business Law	6		
Business Management	5	<i>English &amp; Speech:</i>	
Business Math	4	English 101, 102, 103	9
Intro. to Business	5	Speech 251	3
Intro. to Data Processing	4		
Office Machines	4		
Personal Development	3		
Typewriting (waived for 30 wpm)	3		
Economics	10		

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<u>FIRST QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 101 English	3	BUS 241 Intermediate Accounting	4
BUS 152 Intro. to Business	5	BUS 244 Cost Accounting	4
BUS 123 Business Mathematics	4	BUS 228 Finance	3
BUS 161 Accounting Principles	4	BUS 224 Business Management	5
BUS 150 Business Law			
<u>SECOND QUARTER</u>		<u>FIFTH QUARTER</u>	
ENG 102 English	3	BUS 242 Intermediate Accounting	4
BUS 151 Business Law	3	BUS 248 Auditing	4
BUS 120 Office Machines	4	BUS 136 Personal Development	3
BUS 162 Accounting Principles	4	EDP 151 Intro. to Data Processing	4
ECO 251 Macroeconomics	5	BUS 229 Finance	3
<u>THIRD QUARTER</u>		<u>SIXTH QUARTER</u>	
ENG 103 English	3	BUS 243 Intermediate Accounting	4
BUS 163 Accounting Principles	4	BUS 246 Taxes	4
ECO 252 Microeconomics	5	SPH 251 Speech	3
BUS 153 Typewriting (waived for 30 wpm)	3	BUS 220 Business Communications	3
Elective	3	Elective	4



**AGRICULTURAL SCIENCE (T-126)**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Science has done many things to make the farmer’s work easier and more profitable. Technological advances in agricultural production practices promise to come at an ever-increasing rate. Those who are producing, processing or marketing agricultural products, as well as those working with suppliers of commodities used in agriculture must know how to use and apply modern agricultural practices. The course of study in Agricultural Science is organized to provide technical training for those who will be taking part in agricultural production in the years ahead.

This curriculum is designed primarily for persons involved in farming or agricultural related enterprises. The courses are planned to provide technical, scientific, and managerial concepts which supplement and relate to the experiences of the student in his employment. The basic knowledge and skills of farming operations involving crops and livestock are included to insure a continuity of the theory and the practical aspects of farming. Courses provide opportunities to gain knowledge and skills in crop and livestock production; managing the farm business; repairing, maintaining and equipping the operation; laws and taxes; and long-range planning and forecasting.

Job opportunities for graduates of the Agricultural Science curriculum are available in managing farm enterprises, selling agricultural products in farm supply stores and inspecting farm products.

**CURRICULUM**

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<b><u>FIRST QUARTER</u></b>		<b><u>FOURTH QUARTER</u></b>	
AGR 100 Agricultural Orientation	1	AGR 110 Farm Business Management	5
ENG 101 Grammar I	3	AGR 212 Dairy & Beef Production	5
CHM 102 Chemistry (AG)	4	AGR 213 Forage Crop Production	5
AGR 106 Field Crops	4	Elective	3
AGR 203 Agriculture Mathematics	5		
<b><u>SECOND QUARTER</u></b>		<b><u>FIFTH QUARTER</u></b>	
SOC 101 Community Involvement	5	HOR 103 General Horticulture	4
ENG 102 Composition	3	AGR 217 Soil Fertility	3
ECO 103 Economics of Agriculture	3	AGR 208 Livestock Diseases & Parasites	4
AGR 108 Soil Management	3	AGR 220 Agriculture Marketing & Sales	4
Elective	3		
<b><u>THIRD QUARTER</u></b>		<b><u>SIXTH QUARTER</u></b>	
AGR 104 Animal Science	5	AGR 201 Agriculture Chemicals	4
AGR 107 Agriculture Machinery	5	AGR 202 Plant Identification and Use	5
AGR 105 Agriculture Records & Accounts	4	AGR 204 General Poultry Science	4
Elective	3	AGR 221 Agribusiness Awareness	2



BUSINESS ADMINISTRATION (T-018)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to provide the student with a broad background in the major areas of business. Prime emphasis is given to the many phases of administrative office work encountered in the average business. This curriculum is designed to give the student the option of specializing in Marketing and Retailing or in Business Management in the sophomore year.

The Business Administration curriculum prepares the student to enter business in the areas of marketing, retailing, and management at the following levels depending on the student's experience, attitudes, and proficiency: sales representative trainee, customer service representative trainee, retail store manager trainee, administrative assistant trainee, assistant office manager, bank trainee, credit analyst trainee, assistant personnel manager, insurance adjuster trainee, credit investigator.

CURRICULUM

<i>Core Courses</i>	59	<i>English and Speech:</i>	
<i>English and Speech</i>	12	English 101, 102, 103	9
<i>Major Requirements</i>	31	Speech 251	3
<i>Electives</i>	6		
Total	108	<i>Major Requirements for Marketing-Retailing:</i>	
<i>Core Courses:</i>		BUS 228 Finance	3
Accounting Principles	12	BUS 225 Principles of Marketing	5
Business Communications	3	BUS 229 Finance	3
Business Law	6	BUS 240 Advertising	3
Business Management	5	BUS 237 Retailing	3
Business Math	4	BUS 223 Principles of Selling	3
Intro. to Business	5	BUS 239 Buying and Merchandising	3
Intro. to Data Processing	4	BUS 131 Industrial Marketing	5
Office Machines	4	BUS 134 Principles of Supervision	3
Personal Development	3		
Typewriting (waived for 30 wpm)	3		
Economics	10		

MARKETING AND RETAILING

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
FIRST QUARTER		FOURTH QUARTER	
ENG 101 English	3	ECO 251 Macroeconomics	5
BUS 161 Accounting	4	BUS 150 Business Law	3
BUS 152 Intro. to Business	5	BUS 224 Business Management	5
BUS 123 Business Mathematics	4	BUS 228 Finance	3
Elective	3	Elective	3
SECOND QUARTER		FIFTH QUARTER	
ENG 102 English	3	BUS 225 Principles of Marketing	5
BUS 162 Accounting	4	ECO 252 Microeconomics	5
EDP 151 Intro. to Data Processing	4	BUS 151 Business Law	3
BUS 120 Office Machines	4	BUS 229 Finance	3
BUS 136 Personal Development	3	BUS 240 Advertising	3
THIRD QUARTER		SIXTH QUARTER	
ENG 103 English	3	BUS 237 Retailing	3
BUS 163 Accounting	4	BUS 223 Selling	3
SPH 251 Speech	3	BUS 239 Buying and Merchandising	3
BUS 220 Business Communications	3	BUS 134 Principles of Supervision	3
BUS 153 Typewriting (waived for 30 wpm)	3	BUS 131 Industrial Marketing	5

Major Requirements for Business Management:

BUS 226 Office Management	5
BUS 234 Personnel Management	3
BUS 225 Principles of Marketing	5
BUS 238 Business Insurance	5
BUS 246 Taxes	4
BUS 228 Finance	3
BUS 229 Finance	3
BUS 134 Principles of Supervision	3

BUSINESS MANAGEMENT

Course Title		Qtr. Hrs. Credit	Course Title		Qtr. Hrs. Credit
FIRST QUARTER			FOURTH QUARTER		
ENG 101	English	3	ECO 251	Macroeconomics	5
BUS 161	Accounting	4	BUS 150	Business Law	3
BUS 152	Intro. to Business	5	BUS 224	Business Management	5
BUS 123	Business Mathematics	4	BUS 228	Finance	3
	Elective	3	BUS 234	Personnel Management	3
SECOND QUARTER			FIFTH QUARTER		
ENG 102	English	3	ECO 252	Microeconomics	5
BUS 162	Accounting	4	BUS 151	Business Law	3
EDP 151	Intro. to Data Processing	4	BUS 225	Principles of Marketing	5
BUS 120	Office Machines	4	BUS 229	Finance	3
BUS 136	Personal Development	3		Elective	3
THIRD QUARTER			SIXTH QUARTER		
ENG 103	English	3	BUS 226	Office Management	5
BUS 163	Accounting	4	BUS 134	Principles of Supervision	3
SPH 251	Speech	3	BUS 238	Business Insurance	5
BUS 220	Business Communications	3	BUS 246	Taxes	4
BUS 153	Typewriting (waived for 30 wpm)	3			



CRIMINAL JUSTICE – PROTECTIVE SERVICE TECHNOLOGY (T-129)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

Criminal Justice—Protective Service Technology is a program that covers law enforcement, security services, and correction. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention, and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
ENG 101 Grammar	3	POL 261 State/Local Government	5
BUS 123 Business Math	4	CJC 125 Criminal Procedure	5
CJC 101 Intro. to Criminal Justice	5	CJC 110 Juvenile Delinquency	5
PSY 151 Intro. to Psychology	5	HEA 251 First Aid	3
<u>SECOND QUARTER</u>			
ENG 102 English Composition	3		
POL 251 American National Government	5		
CJC 102 Criminology	5		
CJC 115 Criminal Law	3		
PSY 201 Applied Psychology in Human Relations or	3		
SOC Elective (271, 151)			

LAW ENFORCEMENT

<u>FOURTH QUARTER</u>		<u>SIXTH QUARTER</u>	
ENG 103 Report Writing	3	CJC 210 Criminal Investigation	5
SPH 251 Public Speaking	3	CJC 212 Criminalistics II	5
CJC 205 Criminal Evidence	5	CJC 220 Police Organization & Administration	5
CJC 206 Community Relations	3	Elective	3
CJC 216 Advanced Criminal Law	3		
<u>FIFTH QUARTER</u>			
CJC 211 Criminalistics I	5		
CJC 202 Traffic Enforcement	5		
CJC 217 Patrol Administration	3		
CJC 203 Corrections	3		
Elective	3		

CORRECTIONS

FOURTH QUARTER

ENG 103	Report Writing	3
SPH 251	Public Speaking	3
SOC 271	Social Problems or	3
PSY 201	Applied Psychology in Human Relations	
PSY 229	Abnormal Psychology	3
CJC 206	Community Relations	3

FIFTH QUARTER

CJC 203	Corrections	3
PSY 203	Adolescent Psychology	3
CJC 207	Confinement Facilities Admn.	3
CJC 209	Correction Law	3
CJC 230	Counseling	3
CJC 234	Community-Based Corrections	3

SIXTH QUARTER

CJC 223	Correction Counseling	4
CJC 204	Paroles, Probation & Pardons	3
CJC 224	Rehabilitation	3
CJC 201	N. C. Juvenile Detention and Corrections	3
CJC 221	Correction Administration	3
	Elective	3

SECURITY SERVICES

FOURTH QUARTER

ENG 103	Report Writing	3
SPH 251	Public Speaking	3
SOC 271	Social Problems or	3
PSY 201	Applied Psychology in Human Relations	
PSY 229	Abnormal Psychology	3
CJC 206	Community Relations	3
	Elective	3

FIFTH QUARTER

CJC 240	Security Systems	5
CJC 241	Property Control	3
CJC 242	Common Carrier Protection	3
CJC 243	Industrial Accident Investigation and Reporting	3
CJC 244	Civil & Criminal Legal Responsibility	3

SIXTH QUARTER

CJC 245	Electronic Detection & Polygraph	5
CJC 246	Security Investigation	3
CJC 247	Retail Security	3
CJC 248	Fire Prevention and Security	3
CJC 249	Surveillance Techniques	3



ELECTRONIC DATA PROCESSING (T-022)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronic Data Processing curriculum is designed to prepare the student for employment in a number of occupational specialties required by a large computer system and at the same time provide a theoretical foundation sufficient for advancement in the data processing profession.

The graduate of the Electronic Data Processing curriculum may be employed by a business using a large computer system as a key punch operator, computer operator, programmer, systems analyst, and supervisor trainee.

CURRICULUM			
Core Courses	59	English and Speech:	
English and Speech	12	English 101, 102, 103	9
Major Requirements	36	Speech 251	3
Electives	2		
Total	109	Major Requirements:	
		EDP 101 Logic and Decision Making	3
Core Courses:		EDP 104 Advanced Cobol	4
Accounting Principles	12	EDP 102 Cobol	4
Business Communications	3	EDP 201 RPG II	4
Business Law	6	EDP 203 Systems	4
Business Management	5	EDP 202 Advanced RPG II	4
Business Math	4	EDP 204 Advanced Systems Analysis	4
Intro. to Business	5	EDP 205 Final Project	5
Intro. to Data Processing	4	BUS 244 Cost Accounting	4
Personal Development	3	BUS 246 Taxes	4
Typewriting (waived for 30 wpm)	3		
Economics	10		

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		FOURTH QUARTER	
ENG 101 English	3	BUS 244 Cost Accounting	4
BUS 161 Accounting Principles	4	EDP 201 RPG II	4
EDP 151 Intro. to Data Processing	4	BUS 224 Business Management	5
BUS 123 Business Math	4	BUS 150 Business Law	3
BUS 152 Intro. to Business	5	EDP 203 Systems Analysis and Design	4
SECOND QUARTER		FIFTH QUARTER	
ENG 102 English	3	EDP 202 Advanced RPG II	4
BUS 162 Accounting Principles	4	BUS 151 Business Law	3
EDP 103 Computer Operations	3	EDP 204 Advanced Systems Analysis and Design	4
EDP 102 Cobol	4	ECO 251 Macroeconomics	5
BUS 136 Personal Development	3	BUS 153 Typewriting (waived for 30 wpm) or Elective	3
THIRD QUARTER		SIXTH QUARTER	
ENG 103 English	3	EDP 205 Final Project	5
BUS 163 Accounting Principles	4	SPH 251 Speech	3
EDP 104 Advanced Cobol	4	BUS 246 Taxes	4
EDP 101 Logic and Decision Making	3	ECO 252 Microeconomics	5
BUS 220 Business Communications	3		

## ELECTRONICS TECHNOLOGY (T-045)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronics Technology curriculum provides a basic background in practical applications of electronics and in electronics-related theory. Courses are designed to present content in an order that will provide the student with progressive levels of job-related skills and knowledge. The curriculum is designed with the career ladder concept whereby students may attend four quarters and receive a diploma in Radio & TV Servicing or continue the program for a total of seven quarters and receive the Associate in Applied Science Degree. Courses are sequentially structured to proceed from a qualitative approach with basic concepts to a quantitative approach with advanced electronic systems. The curriculum is designed to develop competent electronics technicians who may serve as an assistant to an engineer, or as a liaison between the engineer and skilled craftsman.

The electronics technician may be employed in one or more of the following areas: research, design, development, production, maintenance, or sales. He may be an assistant to an engineer, a laboratory technician, supervisor, customer service representative, or equipment specialist.

#### CURRICULUM

(Diploma)

<i>Course Title</i>		<i>Qtr. Hrs.</i>	<i>Credit</i>	<i>Course Title</i>		<i>Qtr. Hrs.</i>	<i>Credit</i>
<u>FIRST QUARTER</u>				<u>THIRD QUARTER</u>			
ENG 101	Grammar	3		ENG 103	Report Writing	3	
MAT 161	College Algebra	5		MAT 191	Concepts and Techniques of	5	
DFT 113	Electronic Drafting	4			Calculus		
ELC 112	Electrical Fundamentals I	7		ELC 211	Electrical Machines I	4	
				ELN 122	Electronics II	7	
<u>SECOND QUARTER</u>				<u>FOURTH QUARTER</u>			
ENG 102	Composition	3		<i>(Summer Quarter – Optional)</i>			
MAT 162	Trigonometry	5		ELN 104	Radio and Television	8	
ELC 113	Electrical Fundamentals II	5		ELN 202	Electronic Communications	7	
ELN 121	Electronics I	5			Systems		

#### *Program Options with Sufficient Enrollment:*

1. Attend summer quarter and continue into second year studies for the Associate in Applied Science Degree.
2. Attend summer quarter and terminate studies graduating with a certificate in Radio & TV Servicing.
3. Not attend summer quarter and continue second year fifth quarter for the Associate in Applied Science Degree.

(Associate in Applied Science Degree)

<u>FIFTH QUARTER</u>			<u>SEVENTH QUARTER</u>		
ENG 204	Oral Communications	3		Social Science Elective	3
PHY 271	General Physics I	4	PHY 273	General Physics III	4
ELN 219	Digital Fundamentals	5	ELN 220	Electronic Systems	6
ELN 208	Industrial Electronics	6	ELN 246	Electronics Design Project	3
<u>SIXTH QUARTER</u>					
	Social Science Elective	3			
PHY 272	General Physics II	4			
ELC 222	Solid State Controls	4			
ELN 203	Microprocessors	6			



EXECUTIVE SECRETARY (T-030)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Executive Secretary curriculum is designed to prepare students to assume responsible positions in the secretarial profession.

The graduate of the Executive Secretary curriculum may be employed in a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

Executive secretaries are expected to possess high-level skills, which include the ability to perform the following tasks: type, take dictation, transcribe from shorthand notes and from dictating machines, compose communications, handle telephone calls, greet visitors, plan and organize the work of employers as well as their own work, supervise office workers, conduct research, arrange meetings, take minutes, arrange for travel, keep office records, set up and maintain files, process mail, maintain inventory of supplies, place orders, use equipment, etc.

CURRICULUM

<i>Core Courses</i>	40	<i>English and Speech:</i>	
<i>English and Speech</i>	12	English 101, 102, 103	9
<i>Major Requirements</i>	52	Speech 251	3
<i>Electives</i>	4		
Total	108		

<i>Core Courses:</i>		<i>Major Requirements:</i>	
Accounting Principles	8	BUS 154, 155, 201, 202, 203	15
Office Management	5	Typewriting	
Business Law	6	BUS 156, 157, 158, 211, 212, 213	24
Intro. to Data Processing	4	Shorthand	
Business Math	4	BUS 221, 222 Office Procedures	6
Office Machines	4	BUS 122 Filing	3
Typewriting	3	BUS 121 Machine Transcription	4
Personal Development	3		
Business Communications	3		

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<u>FIRST QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 101 English	3	BUS 201 Typewriting	3
BUS 153 Typewriting	3	BUS 211 Shorthand Dictation and	4
BUS 156 Shorthand	4	Transcription	
BUS 122 Filing	3	BUS 150 Business Law	3
BUS 123 Business Math	4	BUS 161 Principles of Accounting	4
<u>SECOND QUARTER</u>		<u>FIFTH QUARTER</u>	
ENG 102 English	3	BUS 162 Principles of Accounting	4
BUS 154 Typewriting	3	BUS 162 Principles of Accounting	4
BUS 157 Shorthand	4	BUS 202 Typewriting	3
BUS 221 Office Procedures	3	BUS 212 Shorthand Dictation and Transc.	4
EDP 151 Intro. to Data Processing	4	BUS 151 Business Law	3
Elective	1	BUS 121 Machine Transcription	4
<u>THIRD QUARTER</u>		<u>SIXTH QUARTER</u>	
ENG 103 English	3	BUS 220 Business Communications	3
BUS 158 Shorthand	4	BUS 203 Typewriting	3
BUS 155 Typewriting	3	BUS 213 Shorthand Dictation and Transc.	4
SPH 251 Speech	3	BUS 226 Office Management	5
BUS 222 Office Procedures	3	BUS 136 Personal Development	3
Elective	3		

FOOD SERVICE MANAGEMENT (T-074)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Food Service Management curriculum is designed for the training of students in the art and science of quantity food preparation with particular emphasis on institutional food service. In addition to food preparation skills, the student will develop an understanding of food and equipment purchasing, financial control, record keeping, basic nutrition, menu planning, and supervision.

There are three curricular options in the Food Service Management program. The career ladder concept offers students three levels of preparation. The thirty-seven quarter hour certificate program includes only specialized courses. The sixty-seven quarter hour diploma program offers broader preparation through additional required courses and electives. The two-year Associate Degree program gives additional depth and breadth in the various facets of food service management. Options are so designed that students may move from the most basic level to the highest level without loss of credit. The program is designed for persons seeking entry into food service careers as well as for those currently employed in the field.

CURRICULUM

(Technical Specialty Certificate)

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>SIXTH QUARTER</u>	
FSO 101 Orientation to Food Service	3	FSO 103 Equipment	3
		FSO 210 Controlled Work Experience	1
<u>SECOND QUARTER</u>		<u>SEVENTH QUARTER</u>	
FSO 133 Nutrition and Meal Planning	5	FSO 104 Sanitation and Safety	3
		FSO 211 Controlled Work Experience	1
<u>THIRD QUARTER</u>		<u>EIGHTH QUARTER</u>	
FSO 130 Quantity Food Production I	5	FSO 211 Seminar	3
		FSO 212 Controlled Work Experience	1
<u>FOURTH QUARTER</u>		<u>NINTH QUARTER</u>	
FSO 131 Quantity Food Production II	4	FSO 203 Organization and Management	3
		FSO 213 Controlled Work Experience	1
<u>FIFTH QUARTER</u>			
FSO 132 Quantity Food Production III	4		



(Technical Specialty Diploma)

FIRST QUARTER

FSO 101	Orientation to Food Service	3
ENG 101	Grammar I	3

SECOND QUARTER

FSO 133	Nutrition and Meal Planning	5
ENG 102	Composition	3

THIRD QUARTER

FSO 130	Quantity Food Production I	5
ENG 103	Technical Writing	3

FOURTH QUARTER

FSO 131	Quantity Food Production II	4
BUS 123	Business Mathematics	4

FIFTH QUARTER

FSO 132	Quantity Food Production III	4
PSY 201	Applied Psychology	3

SIXTH QUARTER

FSO 103	Equipment	3
FSO 210	Controlled Work Experience	1
	Restricted Elective	3

SEVENTH QUARTER

FSO 104	Sanitation and Safety	3
FSO 211	Controlled Work Experience	1
	Restricted Elective	3

EIGHTH QUARTER

FSO 214	Seminar	3
FSO 212	Controlled Work Experience	1
	Restricted Elective	4

NINTH QUARTER

FSO 203	Organization and Management	3
FSO 213	Controlled Work Experience	1
	Restricted Elective	4

(Associate in Applied Science Degree)

FIRST QUARTER

ENG 101	Grammar I	3
FSO 101	Orientation to Food Service	3
BUS 123	Business Mathematics	4
FSO 130	Quantity Food Production I	5
FSO 140	Principles of Food Preparation	5

SECOND QUARTER

FSO 103	Equipment	3
FSO 131	Quantity Food Production II	4
ENG 102	Composition	3
PSY 201	Applied Psychology	3

THIRD QUARTER

FSO 104	Sanitation and Safety	3
FSO 132	Quantity Food Production III	4
ENG 103	Technical Writing	3
	Restricted Electives	5

FOURTH QUARTER

FSO 210	Controlled Work Experience	1
FSO 214	Seminar	3

FIFTH QUARTER

FSO 203	Organization and Management	3
BUS 134	Principles of Supervision	3
BUS 124	Record Keeping	3
	Restricted Electives	6

SIXTH QUARTER

FSO 204	Food Purchasing & Cost Control	3
SPH 251	Public Speaking	3
	Restricted Electives	9

SEVENTH QUARTER

FSO 207	Food Merchandising	4
	Free Electives	6
	Restricted Electives	3

GENERAL OFFICE TECHNOLOGY (T-033)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The General Office Technology curriculum is designed to prepare students in the basic skills necessary for initial office work of a general nature. The students should also develop an understanding of office organization and office routines which will enable them to adapt to the diversified opportunities available in office employment.

A graduate of the General Office Technology curriculum may be employed in a variety of office positions such as clerk-typists, file clerks, mail clerks, receptionists, and machine transcribers.

CURRICULUM

<i>Core Courses</i>	53	<i>English and Speech:</i>	
<i>English and Speech</i>	12	English 101, 102, 103	9
<i>Major Requirements</i>	37	Speech 251	3
<i>Electives</i>	6		
Total	108		

<i>Core Courses:</i>		<i>Major Requirements:</i>	
Accounting	8	Office Procedures	6
Intro. to Business	5	Machine Transcription	4
Business Law	6	Filing	3
Intro. to Data Processing	4	Typewriting	15
Business Math	4	Office Management	5
Office Machines	4	Taxes	4
Typewriting	3		
Personal Development	3		
Business Communications	3		
Principles of Supervision	3		
Economics	10		

<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i> <i>Credit</i>
<u>FIRST QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 101 English	3	BUS 201 Typewriting	3
BUS 153 Typewriting	3	BUS 161 Accounting Principles	4
BUS 122 Filing	3	BUS 150 Business Law	3
BUS 123 Business Mathematics	4	BUS 152 Intro. to Business	5
BUS 120 Office Machines	4	ECO 251 Macroeconomics	5
<u>SECOND QUARTER</u>		<u>FIFTH QUARTER</u>	
ENG 102 English	3	BUS 202 Typewriting	3
BUS 154 Typewriting	3	ECO 252 Microeconomics	5
BUS 221 Office Procedures	3	BUS 151 Business Law	3
BUS 121 Machine Transcription	4	BUS 162 Accounting Principles	4
EDP 151 Intro. to Data Processing	4	Elective	3
<u>THIRD QUARTER</u>		<u>SIXTH QUARTER</u>	
ENG 103 English	3	BUS 203 Typewriting	3
BUS 155 Typewriting	3	BUS 220 Business Communications	3
BUS 136 Personal Development	3	BUS 246 Taxes	4
BUS 222 Office Procedures	3	BUS 134 Principles of Supervision	3
SPH 251 Speech	3	BUS 226 Office Management	5
Elective	3		



INDUSTRIAL MANAGEMENT (T-049)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to prepare the student for supervisory and management training responsibilities in industry. The student should acquire human relation and communication skills as well as an understanding of proper production methods.

The graduate of the Industrial Management curriculum may be employed by a variety of manufacturing businesses either in a supervisory or management training program.

CURRICULUM			
Core Courses	44	English and Speech:	
English and Speech	12	English 101, 102, 103	9
Major Requirements	46	Speech 251	3
Electives	6		
Total	108	Major Requirements:	
Core Courses:		BUS 130 Principles of Ind. Management	5
Business Law	6	BUS 135 Work Measurement	5
Business Management	5	BUS 133 Industrial Safety	5
Business Math	4	BUS 134 Principles of Supervision	3
Intro. to Business	5	BUS 234 Personnel Management	3
Intro. to Data Processing	4	BUS 235 Production Planning	5
Office Machines	4	BUS 232 Labor Economics & Relations	5
Personal Development	3	BUS 230 Quality Control	4
Typewriting (waived for 30 wpm)	3	BUS 233 Foremanship Supervision	3
Economics	10	BUS 228 Finance	3
		BUS 225 Principles of Marketing	5

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		FOURTH QUARTER	
ENG 101 English	3	BUS 233 Foremanship Supervision	3
BUS 123 Business Mathematics	4	BUS 234 Personnel Management	3
BUS 152 Intro. to Business	5	BUS 224 Business Management	5
ECO 251 Macroeconomics	5	BUS 235 Production Planning	5
BUS 150 Business Law	3	BUS 228 Finance	3
SECOND QUARTER		FIFTH QUARTER	
ENG 102 English	3	EDP 151 Intro. to Data Processing	4
ECO 252 Microeconomics	5	BUS 120 Office Machines	4
BUS 151 Business Law	3	BUS 133 Industrial Safety	5
BUS 130 Principles of Industrial Management	5	BUS 136 Personal Development	3
		BUS 225 Principles of Marketing	5
THIRD QUARTER		SIXTH QUARTER	
ENG 103 English	3	BUS 230 Quality Control	4
BUS 135 Work Measurement	5	SPH 251 Speech	3
BUS 134 Principles of Supervision	3	BUS 232 Labor Economics & Relations	5
BUS 153 Typewriting (Waived for 30 wpm)	3	Electives	3
Elective			

TEACHER ASSOCIATE (T-088)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who successfully complete this program should be able to find employment in a public school as a teacher’s aide. The program is so designed that they should have no difficulty transferring to a senior institution to complete the bachelor’s degree if they choose.

CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 151 Grammar	3	MAT 151 Fundamentals of Mathematics	5
SOC 151 Intro. to Sociology	5	HIS 161 N. C. History	5
HIS 151 History – Civilization	5	PSY 261 Ed. Psychology	5
or 251 U. S. History		EDU 101 Teacher’s Aide Internship	1
RDG 151 Reading	3		
Elective	3		
<u>SECOND QUARTER</u>		<u>FIFTH QUARTER</u>	
ENG 152 Composition	3	ART 180 Art Appreciation	5
HIS 152 History – Civilization	5	BUS 120 Office Machines	4
or 252 U. S. History		MUS 285 Music Appreciation	3
EDU 100 Inst. Media	5	HEA 252 Community Health	3
ENG 150 Resource Materials	1	EDU 102 Teacher’s Aide Internship	1
PSY 151 Intro. to Psychology	5		
<u>THIRD QUARTER</u>		<u>SIXTH QUARTER</u>	
ENG 153 Composition	3	SOC 271 Soc. Problems	3
EDU 261 Intro. to Education	3	SOC 261 Marriage & The Family	5
BUS 153 Typewriting	3	EDU 103 Teacher’s Aide Internship	1
SPH 251 Public Speaking	3	Elective	3
EDU 104 Administering Tests	3		
HEA 251 First Aid	3		



VETERAN FARMER TRAINING PROGRAM (T-017)

The Iredell County Veteran Farmer Training Program is designed to give the student an opportunity to continue farming and at the same time learn more about this farming program. Courses will fit the needs of students and be offered concurrently with students' farming programs. Classes are generally held two times each week from 5 to 19 p.m. Only those students who are engaged in suitable agricultural employment will be eligible to enroll. If a student fails to continue to meet the agricultural employment requirements of the Veterans Administration, his eligibility will be terminated.

Objectives of Veteran Farmer Training Program:

- 1. To train veterans qualifying for educational assistance to go into the business of farming.
- 2. To develop managerial abilities necessary for efficiency in farming.
- 3. To aid the veteran to further develop an awareness of his responsibility as a citizen in the community.

CURRICULUM

(Three-Year Specialist Certificate in Agricultural Mechanization)

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
<u>FIRST QUARTER</u>		<u>SEVENTH QUARTER</u>	
AGR 104 Animal Science	5	AGR 201 Agricultural Chemicals I	4
AGR 120 Farm Welding I	3	AGR 124 Farm Tractor Mechanics II	4
<u>SECOND QUARTER</u>		<u>EIGHTH QUARTER</u>	
AGR 125 Farm Construction I	6	AGR 110 Farm Business Management	5
		AGR 210 Farm Electrification I	3
<u>THIRD QUARTER</u>		<u>NINTH QUARTER</u>	
AGR 102 Plant Science	5	AGR 212 Dairy and Beef Production	5
AGR 121 Farm Welding II	3	AGR 211 Farm Electrification II	3
<u>FOURTH QUARTER</u>		<u>TENTH QUARTER</u>	
AGR 216 Animal Nutrition	4	AGR 127 Farm Construction III	6
AGR 122 Small Gasoline Engines	4		
<u>FIFTH QUARTER</u>		<u>ELEVENTH QUARTER</u>	
AGR 109 Soil Science & Fertilizers	4	AGR 208 Livestock Diseases & Parasites	4
AGR 123 Farm Tractor Mechanics I	4	AGR 106 Field Crops	4
<u>SIXTH QUARTER</u>		<u>TWELFTH QUARTER</u>	
AGR 126 Farm Construction II	6	AGR 103 General Horticulture	4
		AGR 204 General Poultry Science	4

(Program Extension)

<u>THIRTEENTH QUARTER</u>		<u>FIFTEENTH QUARTER</u>	
AGR 202 Plant Identification and Use	4	AGR 206 Plumbing	4
AGR 203 Agriculture Mathematics	5	AGR 207 Agricultural Chemicals II	4
<u>FOURTEENTH QUARTER</u>			
AGR 205 Woodworking	6		

(Associate in Applied Science Degree)

To qualify for an Associate in Applied Science Degree in Agricultural Mechanization a student must complete the above plus a minimum of 18 quarter hours from the following courses. The selection must include English 101, 102 and either English 103 or Speech 251.

	Qt. Hrs. Credit
ENG 101 Grammar I	3
ENG 102 English Composition	3
ENG 103 Technical Writing	3
SPH 251 Public Speaking	3
BUS 123 Business Math	4
ECO 251 Economics	5
BUS 228 Business Finance	3
Social Science Elective	3

VOCATIONAL PROGRAMS

AIR CONDITIONING AND REFRIGERATION (V-024)

DIPLOMA PROGRAM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have “all year” comfort systems. Many homes now have air conditioning and the trend is toward greater use of “all year” systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and adjusts controls to insure proper operation.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
AHR 1121 Principles of Refrigeration	7	AHR 1123 Principles of Air Conditioning	7
MAT 1101 Essentials of Mathematics	5	AHR 1128 Automatic Controls	5
RDG 1101 Reading Improvement	3	PSY 1101 Human Relations	3
PHY 1111 Applied Science	4	DFT 1116 Blueprint Reading: Air	2
WLD 1101 Basic Welding	2	Conditioning	
		BUS 123 Business Mathematics	4
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
AHR 1122 Domestic & Commercial Refrigeration	5	AHR 1124 Air Conditioning, Heating, & Refrigeration Servicing	5
AHR 1127 Air Conditioning – Electrical Controls	5	MEC 1120 Duct Construction & Installation	5
AHR 1115 Fundamentals of Heating	4	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
AHR 1001 Principles of Refrigeration	6	AHR 1003 Essentials of Air Conditioning	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
AHR 1002 Domestic & Commercial Refrig.	6	AHR 1004 Air Cond. & Refrig. Servicing	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



AUTO BODY REPAIR (V-001)  
DIPLOMA PROGRAM

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the student’s time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
AUT 1111 Auto Body Repair	8	AUT 1113 Metal Finishing and Painting	8
MAT 1101 Essentials of Mathematics	5	PSY 1101 Human Relations	3
RDG 1101 Vocational Reading Improvement	3	AUT 1117 Frame Straightening & Aligning	2
WLD 1101 Basic Gas Welding	2	AUT 1116 Basic Plastic Repairing	3
		PHY 1101 Applied Science	4
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
AUT 1112 Auto Body Repair	8	AUT 1114 Body Shop Applications	11
WLD 1105 Auto Body Welding	2	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	PHY 1102 Applied Science	4

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
AUT 1001 Auto Body Repair I	6	AUT 1003 Auto Body Repair III	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
AUT 1002 Auto Body Repair II	6	AUT 1004 Auto Body Repair IV	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTOMOTIVE MECHANICS (V-003)  
DIPLOMA PROGRAM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical work using components mounted on stands and operational vehicles. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually such specialists have had "all-round" training in general automotive repair.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
PME 1101 Internal Comb. Engines	8	PME 1123 Brakes, Chassis & Suspension	8
MAT 1101 Essentials of Mathematics	5	AHR 1101 Automotive Air Conditioning	2
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
WLD 1101 Basic Welding	2		
PHY 1101 Applied Science	4		
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
PME 1102 Engine Elect. and Fuel Systems	8	PME 1124 Automotive Power Train Systems	7
MAT 1102 Algebra	5	PME 1125 Auto Servicing I	6
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
PME 1001 Internal Combustion Engine	6	PME 1003 Brakes, Chassis, Suspension Systems, 6 & Automotive Air Conditioning	
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
PME 1002 Engine Electrical & Fuel Systems	6	PME 1004 Automotive Power Train Systems	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



CARPENTRY (V-007)  
DIPLOMA PROGRAM

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter and finish carpenter.

DIPLOMA CURRICULUM			
<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i>
	<i>Credit</i>		<i>Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
MAT 1101 Essentials of Mathematics	5	CAR 1113 Carpentry: Estimating	4
DFT 1110 Blueprint Reading & Sketching	1	CAR 1103 Carpentry: Finishing	10
CAR 1101 Carpentry	9		
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 1102 Communication Skills	3	CAR 1114 Building Codes	4
MAT 1102 Algebra	5	BUS 1103 Small Business Operations	3
DFT 1111 Blueprint Reading & Building Trades	1	CAR 1104 Carpentry: Millwork & Cabinetmaking	10
CAR 1102 Carpentry: Framing	10		

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
CAR 1001 Intro. to Carpentry and Woodworking	6	CAR 1003 Practical Finishing & Woodworking	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
CAR 1002 Framing & Wood Technology	6	CAR 1004 Practical Cabinetmaking, Millwork and Fixtures	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

DRAFTING – MECHANICAL (V-017)  
DIPLOMA PROGRAM

This curriculum is designed to prepare students to enter the field of drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations or construction drafting.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel – administrative, architects, engineers, skilled workmen – and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Draftsmen prepare clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions; make final sketches of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Make any adjustments or changes necessary or desired. Ink in lines and letters on pencil drawings as required. Exercise manual skill in the manipulation of triangle, T-square, and other drafting tools. Lay tracing paper on drawing and traces drawing in pencil or ink. Make charts for representation of statistical data. Make finished designs from sketches. Utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
DFT 1121 Drafting I	9	DFT 1131 Mechanical Drafting I	9
MAT 1101 Essentials of Mathematics	5	MAT 1103 Trigonometry	3
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	PHY 1103 Applied Science: Light & Sound	4
		DFT 1144 Building Materials & Methods	3
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
DFT 1122 Drafting II	7	DFT 1132 Mechanical Drafting II	10
DFT 1125 Descriptive Geometry	4	DFT 1143 Building Mechanical Equipment	3
MAT 1102 Algebra	5	CIV 1101 Surveying	3
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
DFT 1001 Practical Drafting	6	DFT 1003 Practical	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
DFT 1002 Practical Drafting	6	DFT 1004 Practical Drafting	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

DIPLOMA PROGRAM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
RDG 1101 Vocational Reading Improvement	3	ELC 1124 Residential Wiring	8
MAT 1115 Electrical Math	5	ELN 1118 Industrial Electronics	6
PHY 1101 Applied Science	4	PSY 1101 Human Relations	3
ELC 1112 Direct & Alternating Current	9	DFT 1113 Blueprint Reading: Electrical	1
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ELC 1113 Alternating Current & Direct Current Machines & Controls	10	ELC 1125 Commercial & Industrial Wiring	9
DFT 1110 Blueprint Reading: Building Trades	1	ELN 1119 Industrial Electronics	6
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
ELC 1001 Direct and Alternating Current	6	ELC 1003 Residential Wiring	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ELC 1002 Alternating Current & Direct Current Machines & Controls	6	ELC 1004 Commercial and Industrial Wiring	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

## ELECTRONIC SERVICING (V-042)

### DIPLOMA PROGRAM

The Curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; inter-communication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

### DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
ELC 1112 Direct & Alternating Current	9	ELN 1127 Television Servicing	10
MAT 1115 Electrical Math	5	ELN 1107 Electronic Communications	5
RDG 1101 Vocational Reading Improvement	3	PHY 1103 Applied Science	4
PHY 1101 Applied Science	4		
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ELN 1103 Intro. to Control Devices	9	ELN 1105 Industrial Electronics	8
ELN 1101 Troubleshooting Techniques	6	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	ELN 1130 Electronic Projects	5
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

### EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
ELC 1001 Direct and Alternating Current	6	ELN 1003 Television Servicing	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ELN 1002 Troubleshooting Techniques	6	ELN 1004 Industrial Electronics	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



GRAPHIC COMMUNICATIONS (V-022)  
DIPLOMA PROGRAM

Graphic Communications is a program concerned with methods of producing the printed image. The curriculum has been prepared for a one year course of study. Students participating in this type of learning situation will be able to develop basic skills in the areas of layout and design, copy preparation and composition (typography), process and continuous tone photography, offset lithography, screen process printing and bindery operations. Also through this program the student will become aware of the occupational opportunities available in the community and the surrounding areas. Upon successful completion of this program, students should reach a level of preparation suitable for entry into the field of graphic communications. Positions are available in the printing industry for trained people in such places as commercial businesses, in-plant printing departments, newspapers, quick-copy businesses and trade shops. Present trends indicate that the future demands for qualified graphic communications technicians will be even greater as new methods and equipment are created.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
MAT 1101 Essentials of Mathematics	5	PSY 1101 Human Relations	3
RDG 1101 Vocational Reading Improvement	3	PRN 1128 Offset Presswork III	5
PRN 1111 Offset Platemaking & Printing Measurements	4	PRN 1114 Photo Technology	4
PRN 1133 Basic Composition	4		
PRN 1126 Offset Presswork I	4		
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
PRN 1112 Printing Processes	4	PRN 1124 Bindery Operations	4
PRN 1134 Composition	4	PHO 1135 Photography for Printers	4
PRN 1127 Offset Presswork II	6	PRN 1136 Production Printing	6

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

INDUSTRIAL MAINTENANCE ELECTROMECHANICAL (V-028)  
DIPLOMA PROGRAM

The Industrial Maintenance Program is designed to prepare the student to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial facilities. He uses blueprints and sketches, manuals and codes, and works with hand tools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

An industrial serviceman may be required to install, maintain, and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use hand tools and metal working machines, and work with measuring and testing instruments. He operates metal working machines such as the lathe, milling machine, and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, using hand tools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
DFT 1104 Blueprint Reading	3	ELC 1113 Alternating & Direct Current	10
MEC 1101 Machine Shop Theory & Practice	7	ISC 1101 Industrial Safety	3
MAT 1101 Essentials of Mathematics	5	ENG 1102 Communication Skills	3
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1140 Hydraulics – Fundamentals	3
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
ELC 1112 Direct and Alternating Current	9	BUS 1103 Small Business Operations	3
WLD 1101 Basic Welding	2	MEC 1133 Mechanical Maintenance	7
DFT 1113 Blueprint Reading: Electrical	1	AHR 1121 Principles of Refrigeration	7
MAT 1115 Electrical Math	5		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
MEC 1001 Machine Shop Theory & Practice I	6	ELC 1005 A/C, D/C Machines and Controls	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
WLD 1002 Arc Welding and Inert Gas Welding	6	AHR 1005 Basic Air Conditioning and Refrigeration Service & Maintenance	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



MACHINE OPERATIONS (V-032)  
DIPLOMA PROGRAM

The Machine Operations curriculum is designed to give individuals the opportunity to acquire basic skills and the related technical information necessary to gain employment in the machine-tool industry. The machinist is a skilled worker who shapes metal by using tools and hand tools.

This skilled worker must be able to set up and operate the machine tools found in a modern shop. He or she makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. He or she must know the composition of metals so that they can anneal and harden tools and metal parts.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
MEC 1101 Machine Shop Theory & Practice I	7	MEC 1103 Machine Shop Theory & Practice III	7
DFT 1104 Blueprint Reading	3	WLD 1101 Basic Welding	2
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
MAT 1101 Essentials of Mathematics	5	PHY 1101 Applied Science	4
		MEC 1140 Hydraulics — Fundamentals	3
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
MEC 1102 Machine Shop Theory & Practice II	7	MEC 1104 Machine Shop Theory & Practice IV	7
DFT 1105 Blueprint Reading — Mechanical	3	MEC 1126 Heat Treatment	4
ENG 1102 Communications Skills	3	BUS 1103 Small Business Operations	3
ISC 1101 Industrial Safety	3		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
MEC 1001 Machine Shop Theory & Practice I	6	MEC 1003 Machine Shop Theory & Practice III	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
MEC 1002 Machine Shop Theory & Practice II	6	MEC 1004 Machine Shop Theory & Practice IV	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

## PRACTICAL NURSING (V-038)

### DIPLOMA PROGRAM

The Practical Nursing Curriculum is designed to prepare selected qualified applicants for entry into nursing as general practitioners. The Licensed Practical Nurse is one who is prepared to meet the daily needs of the patient whose condition is relatively stable and to assist the Registered Nurse and/or Physician to meet the needs of the patient whose condition is unstable or complex.

The four-quarter program emphasizes the acquisition of the knowledge and skills required in the performance of simple nursing procedures. Skills needed in the performance of these duties are developed through clinical practice at local hospitals and other health agencies. Upon satisfactory completion of the program, the graduate is eligible to take the licensure examination of the North Carolina Board of Nursing.

Work opportunities are not limited. Graduates may secure employment in hospitals, clinics, physicians' offices, nursing and convalescent homes. They are also eligible to take the Federal Civil Service Exam, which entitles them to seek employment in government hospitals.

### DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
NUR 1101 Basic Science	5	ENG 101 Grammar or ENG 151 Comp.	3
NUR 1102 Fundamentals of Nursing	8	NUR 1107 Maternal—Child Nursing**	9
MAT 150 Developmental Math*	3	NUR 1108 Clinical Experience II	6
NUR 1103 Nutrition	3		
RDG 151 Reading Improvement*	3		
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
NUR 1104 Med/Surg Nursing I**	8	NUR 1109 Med/Surg Nursing II	10
NUR 1105 Clinical Experience I	4	NUR 1111 Vocational Adjustments	2
NUR 1106 Pharmacology	3	NUR 1110 Clinical Experience III	6
PSY 151 Introduction to Psychology*	5		

\*May be taken prior to entering the nursing program.

\*\*Due to the availability of OB clinical facilities, these courses may be offered either second or third quarters

### RE-ENTRY POLICY:

A student may re-enter the Practical Nurse Education Program to complete the program provided the following stipulations are met:

1. There is a student vacancy in the program during the clinical quarter.
2. The student was eligible to return at the time of withdrawal.
3. Sufficient evidence is given that the original problem has been alleviated and will not occur again in the future.
4. The student is willing to complete any unfinished work. (To be determined on an individual basis.)
5. If a student has withdrawn because of grades, only the discriminating courses must be repeated; however, auditing of related courses may be required.
6. Some entry procedures must be completed again. (Physical and dental exams, re-entry application, personal interview with Director of PNE Program)



WELDING (V-050)  
DIPLOMA PROGRAM

The welding program was developed to help fill the growing need for welders in North Carolina. Manpower Surveys indicate quite clearly that many welders will be needed annually to fill present and projected vacancies in North Carolina.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with opportunities for advancement. It offers employment in practically all metal working industry; shipbuilding, automotive, aircraft, railroads, construction, pipe fitting, production shop, job shop and many others.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
WLD 1120 Oxacetylene Welding & Cutting	7	WLD 1112 Mechanical Testing & Inspection	2
DFT 1104 Blueprint Reading	3	WLD 1123 Inert Gas Welding	2
RDG 1101 Vocational Reading Improvement	3	WLD 1124 Pipe Welding	9
MAT 1101 Essentials of Mathematics	5	DFT 1118 Pattern Development & Sketching	1
		PSY 1101 Human Relations	3
		PHY 1101 Applied Science	4
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
WLD 1121 Arc Welding	7	WLD 1124 Commercial & Industrial Practices	8
DFT 1117 Blueprint Reading: Welding	3	WLD 1125 Certification Practice	5
MAT 1102 Algebra	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	PHY 1102 Applied Science	4

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

<u>FIRST QUARTER</u>		<u>THIRD QUARTER</u>	
WLD 1001 Oxacetylene Welding & Arc Welding	6	WLD 1003 Pipe Welding & Arc Welding	6
<u>SECOND QUARTER</u>		<u>FOURTH QUARTER</u>	
WLD 1002 Arc Welding & Inert Gas Welding	6	WLD 1004 Commercial & Industrial Practices	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

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PERSONNEL

- ANNAS, CATHY . . . . . *Financial Aid Officer*  
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- ARTUSO, MARTHE . . . . . *Music*  
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- BLALOCK, ROBERT D. . . . . *Job Placement Officer*  
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